

**13 February 1998**

**Personnel**

**ENLISTED RECOGNITION PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFRD 36-28, *Awards and Decoration Programs* and establishes the 433d Airlift Wing (AW) Enlisted Recognition Program. It outlines the program objective and responsibilities, establishes eligibility criteria, nomination and selection procedures, and awards presentation in the Senior Noncommissioned Officer (SNCO), noncommissioned Officer (NCO) and Airman of the Quarter. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are 10 U.S.C. Chapter 857, Decorations and Awards; and E.O. 9397. This instruction applies to all 433 AW assigned and attached units.

**SUMMARY OF REVISIONS**

The revision realigns and clarifies the 433 AW Chief's Group responsibilities (para 2.3), and clarifies the scoring process (5.3) and nomination (attachment 2). A (I) indicates revisions from the previous edition.

**1. Program Objective.** The objective of the Enlisted Recognition program is to foster morale, incentive, and esprit de corps in a timely recognition of individuals for outstanding achievements. This program is voluntary in nature and should be strongly supported by all commanders and senior NCOs. A clear indication of the unit's leadership is the quality of its awards program.

**2. Responsibilities:**

2.1. Unit commanders will:

2.1.1. Establish internal programs and procedures for recognition of outstanding performance and contributions of assigned senior NCOs, NCOs, and airman.

2.1.2. Submit nomination to the President of the 433 AW Chief's Group not later than the first day of January, April, July, and October.

2.1.3. Provide administrative support upon recognition and selection within the unit.

2.2. Unit first sergeants or acting first sergeants:

2.2.1. Participate in the unit selection committee and ensure coordination of administrative requirements.

2.2.2. Ensure nominations are screened, edited, and in the correct format prior to submission.

See attachment 2.

2.3. The 433 AW Chief's Group will monitor the overall program and:

2.3.1. Solicit nominations through staff and Wing Advisory Council meetings.

2.3.2. Notify each nominee and respective first sergeant of the date, time and location the selection board will be convening.

2.3.3. Notify the Wing Commander of board selections.

2.3.4. Provide Public Affairs (433 AW/PA) with copy of nomination letter and Report of Individual Personnel (RIP) on those selected for award.

2.3.5. Notify Current Operations (433 AW/OSO) for incentive flight coordination.

2.4. The 433 AW Chief's Group Selection Board will convene at the call of the group president. The president of the 433 Chief's Group will appoint five master sergeants to sit on the selection board, one to be named board president.

### 3. Eligibility:

3.1. Senior NCO of the Quarter: MSgt and SMSgt; NCO of the Quarter: SSgt and TSgt; Airman of the Quarter: AB through SRA.

3.2. Nominees must meet the following criteria:

3.2.1. Has been a member of the unit for at least 120 days.

3.2.2. Comply with AFI 36-2903/AFRC Supplement, *Dress and Personal Appearance*.

3.2.3. Comply with AFI 40-502/AFRC Supplement, *The Weight Management Program*.

3.2.4. Have satisfactory unit training assembly (UTA) attendance record.

3.2.5. Have exceeded the normal standards in their current assignment, for example, job proficiency and leadership.

3.2.6. Have at least one year retainability following their selection to permit maximum recognition.

**4. Nominations.** Nominations will be submitted quarterly as directed by this instruction and formatted as shown in Attachment 2. Endorsement memorandums will not be accepted.

### 5. 433 AW Chief's Group Selection Board:

5.1. The board president will preside over the selection board; however, will not have a vote in the event of a tie.

5.2. The selection board will review each individual nomination memorandum and RIP, then grade the candidates on poise, bearing, appearance, and speaking ability. Nominees will be asked four questions concerning military law, military regulation, military history, and current events.

5.3. Board members will vote on each nominee. Scores will be given to each individual on nomination memorandum (1–10), and each question (1–20). Scores will be tallied by the president. Individuals receiving the highest score in each category will be selected for the award.

**6. Awards Presentation.** The Wing Commander will determine awards presentation. At a minimum, awards will be presented in front of the recipient's peers. Wing or unit commander calls are excellent forums for these presentations. The 433 Senior Enlisted Advisor (SEA) or a selected member of the 433 AW Chief's Group will assist in the presentations.

PETER T. BENTLEY, Col, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2903/AFRC Supplement, *Dress and Personnel Appearance of Air Force Personnel*

AFI 40-502/AFRC Supplement, *The Weight Management Program*

***Abbreviations and Acronyms***

AB--Airman Basic

AFI--Air Force Instruction

AFRC--Air Force Reserve Command

AMN--Airman

AIC--Airman First Class

AW--Airlift Wing

MSGT--Master Sergeant

NCO--Non-Commissioned Officer

OSO--Current Operations

PA--Public Affairs

RIP--Individual Personnel Record Review

SEA--Senior Enlisted Advisor

SNCO--Senior Non-Commissioned Officer

SrA--Senior Airman

SSGT--Staff Sergeant

SMSGT--Senior Master Sergeant

TSGT--Technical Sergeant

UTA--Unit Training Assembly

**Attachment 2**

**SAMPLE NOMINATION SUBMISSION**

(date)

MEMORANDUM FOR 433 AW Chief's Group

FROM: (Organization/FAS)

SUBJECT: Airman Recognition Program Nomination

Reference: 433 AWI 36-2801, *Enlisted Recognition Program*

1. (Name, Rank, SSAN) is nominated for (Senior NCO, NCO, or Airman of the Quarter for (1st, 2nd, 3rd, and 4th Quarter FY )).

2. PRIMARY DUTIES:

3. ADDITIONAL DUTIES:

4. SELF-IMPROVEMENT (*PME/Schools*):

5. BASE/UNIT/COMMUNITY INVOLVEMENT:

6. BRIEF BIOGRAPHY (*Background/History*):

7. FULFILLMENT OF NCO/AMN RESPONSIBILITIES:

8. OTHER COMMENTS (*Information not covered elsewhere*).

Unit Commander or Higher Signature

Attachment

RIP